

	MINIMUM/MAXIMUM STAFFING	Operations Order 3.4.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 1

1. **GENERAL INFORMATION**

- A. The Department's primary responsibility is the delivery of quality police service to the community.
- B. A sufficient number of employees will be maintained in the patrol function to provide basic services.
- C. This policy is intended for day to day operations and does not include operational staffing during a mobilization.

2. **DEFINITIONS:**

A. First Response Essential Personnel	Those personnel required to provide first response or direct support to first response function. The following details are considered Essential Personnel: • Patrol squads who's primary function is to respond to radio calls • 911/Dispatch • Records and Identification Bureau (R&I) • Central Booking • Crime Scene Response (CSR) • Canine Unit • Air Support Unit • Airport Bureau (excluding administrative employees) • Transit Enforcement • Municipal Security Guards
B. Operational Minimum Staffing	The minimum number of first response essential personnel, on-duty and available, during each shift to provide basic police service within the bureau/precinct.
C. Operational Maximum Staffing	The maximum number of first response essential personnel allowed, on-duty and available, during each shift to provide basic police service within the bureau/precinct as determined by the respective commander/administrator (normally applied for holidays).
D. Non-Essential Personnel	Personnel that have no first response responsibilities and do not directly support first response units. All those not listed in 2.A above will be considered non-essential personnel.

3. **DETAILED PROCEDURES**

- A. Bureau/precinct commanders/administrators may deviate from the minimum/maximum staffing requirements in special circumstances based on an articulated need such as New Year's Eve, special enforcement programs, and bureau/precinct events.
- B. Patrol Coverage
 - (1) North and South Patrol Divisions will maintain a system of scheduling duty hours and N-Days, based on manpower needs and demands for service.
 - (a) The system will provide essential patrol coverage on a 24-hour a day/seven days a week basis.
 - (b) The duty hours of each squad will be staggered to provide coverage by a substantial percentage of officers during shift change.
- C. Assignment Within a Bureau/Precinct
 - (1) Each bureau/precinct will follow the provisions in [Operations Order 4.6.00, Transfer Policy](#), addressing the assignment of personnel.

	MINIMUM/MAXIMUM STAFFING	Operations Order 3.4.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 2

3. C. (2) All assignments will follow the Transfer Policy, however when special consideration for the good of the Department is involved, the bureau/precinct commander/administrator will have the final authority in assigning employees to provide effective coverage.

4. **FIRST RESPONSE ESSENTIAL PERSONNEL MINIMUM STAFFING**

- A. Patrol Officer Coverage – Minimum staffing levels will be maintained at seventy five percent (75%) of normal squad size. Any deviation from the patrol officer minimum staffing requirement will require the authorization of the affected duty lieutenant.

- (1)

Squad Size	Minimum Staffing
7	5
8	6
9	7
10	8
11	8
12	9
13	10
14	11

- B. Patrol Sergeant Coverage

- (1) For all shifts on Fridays, Saturdays, and Sundays, there will be a minimum of one sergeant on-duty in each squad area.
- (2) For all other shifts, one of the squad areas may be covered by another sergeant within the precinct.
 - (a) Two sergeants on-duty each shift for precincts with three squad areas.
- (3) Sergeants-in-Training (SITs), who have completed a minimum of four weeks in the SIT program and are solo qualified, may be deemed a covering sergeant on any shift.
- (4) Any deviation from the patrol sergeant minimum staffing requirement will require the authorization of the affected duty lieutenant.

- C. Patrol Lieutenant Coverage

- (1) There will be a minimum of four patrol lieutenants on-duty citywide at any given time.
 - In order to ensure quality coverage by zone, there will be a minimum of two lieutenants in each zone
 - When zone coverage is provided, the covering lieutenant will be responsible for obtaining a copy of the roster for the covered precinct/s, notifying the radio supervisor, the desk staff at the covered precinct/s, and the duty commander
- (2) Any deviation from the patrol lieutenant minimum staffing requirement will require the authorization of the affected precinct commander.

5. **NON-ESSENTIAL PERSONNEL MINIMUM STAFFING** – Each respective bureau/precinct commander/administrator will determine minimum staffing needs in order to effectively and efficiently serve the community.

	MINIMUM/MAXIMUM STAFFING	Operations Order 3.4.00
	PHOENIX POLICE DEPARTMENT	Rev. 04/18/25 PAGE 3

6. **HOLIDAY STAFFING**

A. **First Response Essential Personnel Maximum Staffing**

- (1) Maximum staffing levels will be applied in a voluntary manner when feasible.
- (2) If necessary, each respective bureau/precinct commander/administrator will determine the need to mandate personnel to take the holiday off in order to meet maximum staffing levels.
 - Patrol Lieutenants – In accordance with minimum staffing requirements for “Patrol Lieutenant Coverage” as outlined above, a maximum of four lieutenants will provide citywide Patrol coverage on holidays
- (3) Refer to [Operations Order 4.2.02.2.E\(2\)](#), Department Leave and Holidays.

B. **Non-Essential Personnel Maximum Staffing**

- (1) Non-essential personnel will not:
 - Work on an authorized paid holiday under normal circumstances
 - Adjust N-days in order to receive holiday pay or work on a paid holiday
- (2) Each respective bureau/precinct commander/administrator will determine the need, based on articulated circumstances to have their non-essential personnel working on authorized paid holidays.
- (3) Non-essential personnel that normally work a compressed work week with an N-day on the holiday, will work a 5/8 schedule or an alternative schedule for the holiday week (N-day's on a holiday equate to 8 hours pay).

Last Organizational Review: